REGIONAL OFFICERS
The regional officers of the Oklahoma-Arkansas (OK-AR) Region of Phi Theta Kappa serve the members and chapters of Arkansas and Oklahoma. With a rich tradition of excellence, we offer two leadership positions: Arkansas President and Oklahoma President.

Please note: Only one candidate may run from each chapter for a regional office, ensuring chapters have equal opportunities to represent the region.

MISSION STATEMENT
The mission of Phi Theta Kappa is to recognize the academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

INTRODUCTION
To serve as a Regional Officer is a privilege and an honor. With this honor come serious responsibilities.

Eligible candidates must be enrolled in at least 1 credit hour at a two-year campus in the Oklahoma-Arkansas Region with an active Phi Theta Kappa chapter in good standing for the entire candidacy and election process and through the duration of their elected term.

IN THIS PACKET
This packet provides information for any member in good standing who desires to run for regional office to prepare for the elections held at our Regional Convention in March 2024.

Candidates must complete the online student portion of the application PRIOR to submitting any signed documents. The student portion is available at this link.

Once the candidate has completed the student portion, Regional Leadership will email the candidate and advisor to designate readiness for the signature documents.

Both the candidate and chapter advisor must sign in the designated areas to attest that the candidate is in good standing and that both the candidate and chapter understand the expectations, responsibilities, and privileges afforded to those elected to Regional Office. The signed forms must be scanned and uploaded to this Google form only.

INSTRUCTIONS
1. The candidate for office completes the student portion of application.
2. Print this entire document.
3. At a meeting with the candidate and at least one chapter advisor, physically sign all designated places in the document.
4. Scan the signed document.
5. The advisor must upload and attest to the signatures on this Google form.
OKLAHOMA/ARKANSAS REGIONAL OFFICER (RO) ELECTION REGULATIONS

Phi Theta Kappa members wishing to run for RO must meet the requirements laid out in the Regional Officer Candidate application form and submit it following its provisions.

For qualified candidates, the following regulations apply.

*Current (i.e., outgoing) ROs are not allowed to participate in the campaign process OR to support any individual candidate.*

**Election period**
- The election takes place at the Regional Convention.
- Candidates must attend the Regional Convention to run for office.
- Candidates make themselves available to the Election Committee (OARACA President & President-Elect, outgoing Regional Officers) and the Regional Coordinators during the preliminary events leading up to the election.
- Election Committee members may not sit in on any candidate from their chapter.

**Election campaign period**
- Candidates participate in campaign session(s) held during the convention.
- During the campaign, candidates remain at a campaign table/booth (one for each candidate) to speak with regional chapter members.
- No campaigning may take place outside the home chapter before the convention.

**Campaign booths**
- The table/booth provided by the convention facility will be of comparable size.
- Candidates may decorate their tables with a plain or Phi Theta Kappa tablecloth, or other society-related information.
- Candidates may have one visual aid on their campaign table (display boards encouraged). The board should measure no more than 36” X 48”. Appropriate information on the board would be Phi Theta Kappa logos, hallmarks, campaign pledges, campaign slogans, personal information about the candidate, and personal philosophy.
- *Have a creative idea for a visual aid? This requires advance notice and approval by the Election Committee.*
- A candidate may hand out one item (e.g., a brochure, flyer, piece of candy with the candidate’s name, etc.) that cannot be worth more than $1. *One item* is any item that is one piece (e.g., a flyer with a chocolate Kiss hot glued to it is one piece).
- Candidates may share a campaign button worn by an unlimited number of supporters.

**Campaign staffing**
- Candidates may have a campaign “staff” of three. One staff member should be designated as the campaign manager and the others as staffers. These three may dress in some kind of costume or wear a t-shirt that identifies their candidate and/or promotes him/her for election.
- Campaign staff must be currently enrolled Phi Theta Kappa members
o Campaign staff may NOT consist of advisors or Regional Officers.

Speeches & questions
- Each candidate will present a strictly-timed 90-second (or shorter) speech that relates to the current Honors Study Topic (to be announced by January 2024) to a general session (i.e., the entire group of attendees) as scheduled on the conference agenda.
  - Note: These are not “campaign speeches” with promises and stories about the candidate’s leadership experience, etc.
  - Speeches must not include presentation aids.
- Candidates will respond to interview-style questions.
  - Some questions will be provided as impromptu topics to help reinforce authentic reactions.
  - Candidates may expect the following (or similar) questions.
    - What motivates you to be successful?
    - Why did you join Phi Theta Kappa?
    - How do you manage your time so that you can keep on top of tasks?
    - In three words, describe the perfect Phi Theta Kappa culture to you.
    - If there was a 5th Hallmark to Phi Theta Kappa, what would it be?
- Candidates may not sit in on other candidates’ speeches or questions.

Signing below indicates that I have read and understood the election regulations of the Oklahoma-Arkansas Region of Phi Theta Kappa. I understand that if I do not follow these guidelines, my campaign will be suspended by the Region’s Election Committee and I will be disqualified from continuing my bid for Regional Officer.

Candidate signature: _____________________________________________
Date: ________________________________

Chapter advisor signature: ________________________________________
Date: ________________________________

Form 1: Election Regulations 3
CANDIDATE INFORMATION
Candidate information will be submitted to the designated student portion. This form must be completed before completing any other portion of the application.

HONOR CODE
As a Regional Officer...

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region, and the Society.
- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region, and the Society.
- I place as a priority continued academic excellence.
- I am committed to maintaining an environment that recognizes the dignity of each member and encourages appreciation of diverse backgrounds, opinions, and goals in life.
- I am committed to honesty and integrity in personal, social, and academic endeavors.
- I recognize that a successful Regional Executive Committee requires a team effort, and I pledge to work together to promote the Society’s Mission.
- I will work with the Regional Coordinator and the Society’s leaders in the same spirit of cooperation I display in my dealings with others.
- I will respond promptly, courteously, respectfully, and positively to the concerns and requests of the Regional Coordinator and other Society constituents.
- I will fulfill my responsibilities in an effective, efficient, and timely manner.
- I will conduct myself in a manner that is respectful of others and worthy of respect from others.
- I will dress appropriately for all occasions.
- I will not engage in any conduct that may bring shame or disrepute to myself or diminish the reputation of my Region or Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of the Region or the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions.
- I will not use or possess nor tolerate the use or possession of controlled substances.

I have read, understood, and agree to the terms and conditions of the Phi Theta Kappa Honor Code. I further understand and agree that my continued service as a Regional Officer is a privilege, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or their designees. Additionally, I understand that according to the procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action that results in my removal from office.

Candidate signature: ___________________________________________________________
Date: _______________________________________________________________________

Chapter advisor signature: ______________________________________________________
Date: _______________________________________________________________________

Form 2: Honor Code
REGIONAL OFFICER BENEFITS AND REQUIRED MEETINGS

Regional office affords many opportunities for growth and leadership development. It is one of the best experiences offered by Phi Theta Kappa.

PAID REGISTRATIONS

- Officer Training May 28-31, 2024 in Mountainburg, AR
- 2024 OK/AR Chapter Institute (mid-September to mid-October 2024)
- 2024 Regional Institute at PTK Headquarters (1st Thursday-Sunday in November)
- 2025 OK/AR Regional Convention (February 29 to March 1, 2025)
- 2025 PTK Catalyst (depends on performance of duties, page 4)
- The Region covers hotel expenses and registration fees for events within the Region and for PTK Catalyst.

*Travel costs to regional events and Catalyst are paid by the officer’s chapter.*

CLOTHING AND SUPPLIES

- OK/AR Regional Officer Medallion
- Regional Officer Name Tag
- Regional or PTK polo

The above items must be brought to and worn appropriately at all regional events and Catalyst, when instructed by the Regional Coordinators.

<table>
<thead>
<tr>
<th>Event</th>
<th>Registration</th>
<th>Lodging</th>
<th>Meals</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO Training</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
</tr>
<tr>
<td>Incoming Catalyst</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
<td>Officer/chapter pays&lt;sup&gt;*&lt;/sup&gt;&lt;ul&gt;&lt;li&gt;Must be a day early&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
</tr>
<tr>
<td>PTK Regional Institute</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Region covers from Hot Springs, AR&lt;sup&gt;*&lt;/sup&gt;&lt;ul&gt;&lt;li&gt;Must be a day early&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>OK/AR Chapter Institute</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
<td>Officer/chapter pays&lt;sup&gt;*&lt;/sup&gt;&lt;ul&gt;&lt;li&gt;Must be a day early&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>OK/AR Regional Convention</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
<td>Officer/chapter pays&lt;sup&gt;*&lt;/sup&gt;&lt;ul&gt;&lt;li&gt;Must be a day early&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Outgoing Catalyst</td>
<td>Region covers</td>
<td>Region covers&lt;sup&gt;IF completed scholarship checklist&lt;/sup&gt;</td>
<td>Officer/chapter pays</td>
<td>Officer/chapter pays</td>
</tr>
</tbody>
</table>

I agree to attend all events outlined above and arrive prepared to take part in the events.

Candidate signature: __________________________________________________________

Date: _______________________________________________________________________

Chapter advisor signature: _____________________________________________________

Date: _______________________________________________________________________

Form 3: Regional Officer Benefits & Required Meetings
REGIONAL OFFICER DUTIES AND RESPONSIBILITIES

Candidate will initial each of the tasks and duties in the designated line. An advisor of the candidate’s chapter signs below to indicate they have discussed these duties and responsibilities with the candidate.

_____ Partnering with the Regional Coordinators to act as host and facilitator at regional meetings and events.
_____ Contribute to the maintenance of the OK-AR social media accounts.
_____ Send an introductory e-mail message to contact applicable chapter advisors and officers the week following RO training
_____ Correspond regularly with assigned contact chapters and report outcomes to the Regional Coordinator throughout the term of office
_____ Attend designated regional events
_____ Present breakout sessions during regional events
_____ Speak at inductions, chapter ceremonies, local civic clubs, campus organizations, etc.
_____ Occasionally attend activities in other regions when invited and serve as an official representative of the OK/AR Region
_____ Communicate regularly with the Regional Coordinators and fellow ROs
_____ Work with the regional team to set and execute regional goals for the year
_____ Chronicle regional goal progress & write/submit regional awards for excellence to PTK HQ
_____ Participate in your local chapter
_____ Submit transcripts and enrollment verification to the Regional Coordinator during weeks three to five of each academic term to verify maintenance of eligibility requirements.
_____ Uphold the standards of membership and support the principles, ideals, and programs of the Society as outlined in the Phi Theta Kappa Honor Society Regional Officer Honor Code

Chapter advisor signature: ______________________________________________________
Date: ______________________________________________________

Candidate: By signing below, I attest that I understand that if any of these duties and responsibilities are not met, I may forfeit my opportunity to attend Catalyst 2025 on behalf of the Oklahoma-Arkansas Region.

Candidate signature: ______________________________________________________
Date: ______________________________________________________
2024 CATALYST AGREEMENT
The following agreement concerns the attendance, participation, and behavior of a Regional Officer at the 2024 Catalyst in Orlando, Florida.

• I will arrive on Wednesday, April 3, 2024, no later than 9:00 PM
• I will attend Catalyst rehearsal and help the Region set up for its regional meeting which will be held on the first day prior to the opening ceremony.
• I will attend all General Sessions and sit with the Region.
• I will attend a minimum of three educational forums and take notes to share with my fellow officers and members.
• I will bring my name tag, shirts, and officer medal to Catalyst.
• I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my Region, and the Society.
• I will respond promptly, courteously, and positively to the concerns and requests of the Regional Coordinator and the Society’s constituents.
• I will dress appropriately for all occasions.
• I will not engage in any illegal activity or violate any stated policies of the Society.
• I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions. I will not use, possess, nor tolerate the use or possession of controlled substances.

If I do not effectively complete the responsibilities outlined in the Catalyst Scholarship Checklist (following pages), or if I do not attend the 2024 Catalyst or do not follow the above policies after signing this agreement, I (and my advisor) agree that my chapter will be held financially responsible for my registration and 1/3 of the hotel room cost.

Regional Officer Name (Print) _____________________________________________

Office Held ____________________________________________________________

Signature ___________________________ Date _____________________________

Chapter Advisor Name (Print) ____________________________________________

Signature ___________________________ Date _____________________________

The following pages indicate the Catalyst Scholarship Checklist, which outlines all individual duties that must be completed in order to receive paid registration for 2024 Catalyst.

Form 5: 2025 Catalyst Agreement 7
2025 CATALYST SCHOLARSHIP CHECKLIST
April 2-5, 2025 ♦ Kansas City, Missouri

As a Regional Officer, you must fulfill your duties as laid out in the Oklahoma/Arkansas Region bylaws. In addition, you are expected to complete the following tasks for the Region to pay expenses for your outgoing Catalyst. This section is two pages.

If, during your term in office, you have concerns about being able to meet one or more of these tasks, it is your responsibility to initiate contact with the Regional Coordinator and Associate Regional Coordinators.

If all of the following items are checked off, the Catalyst Scholarship will pay for your registration to Catalyst and your hotel while you are there.

When this form is complete, email it to the Regional Coordinator and Associate Coordinators.

Events

- Attend and actively participate in the Regional Officer training & planning session
- Attend and participate fully in Catalyst as an incoming officer, including 3 breakout sessions; be prepared to share what you learned with other ROs and the Region
- Attend & facilitate the Fall Chapter Institute, including presenting a workshop
- Attend and participate in the Regional Institute at PTK HQ, barring approved and excused absence by Regional Coordinator team
- Attend & facilitate the Spring Regional Convention
- Be fully aware of the agenda for all meetings and General Sessions at regional events and assist in directing them with the Regional Executive Committee
- Arrive early to all meetings and General Sessions at all conferences

Communication

- Check in with Regional Coordinator(s) at least every other week via email or group message.
- Initiate contact regarding concerns at the earliest opportunity
- Respond to emails from the Regional Coordinators within 48 hours
- Email assigned advisors monthly
- Contribute to regional social media in conjunction with Regional Coordinators

Other requirements

- Complete all PTK Edge programs by the Friday of the Fall Chapter Institute
- Complete scholarship applications with PTK HQ as early as possible
- Actively participate on the Region’s Scholar Dash team
- Assist in all Regional initiatives as determined by the Regional Coordinator team

Submitting this form

This form should not be submitted with your application materials. Instead, it should be provided to the Regional Coordinators on or near the Regional Convention in the Spring as your term in office is ending.
Affirmation
By signing below, I affirm that all of the marked boxes are accurately checked at the end of my term in office. I also affirm that I have made consistent contact, to the best of my ability, with the Regional Coordinating team when concerns arise.

**Regional Officer signature:** ________________________________
**Date:** ________________________________

**Chapter advisor signature:** ________________________________
**Date:** ________________________________
APPLICATION CHECKLIST
This application requires signatures and dates through several pages. This is to reinforce the various guidelines, responsibilities, and information both the candidate and home chapter need to know prior to the Regional Convention, held in March. Be sure that you have completed all designated forms. You then need to scan your completed application into PDF format before uploading it to this Google form.

Forms to be Completed
The following forms are required to be signed, scanned, and submitted in order for your application to be fully accepted.

1. Election regulations (requires signatures of candidate and advisor)
2. Honor Code (requires signatures of candidate and advisor)
3. Regional Officer Benefits (requires signatures of candidate and advisor)
4. Regional Officer Duties and Responsibilities (requires initials of candidate on each item; further requires signatures of candidate and advisor)
5. 2024 Catalyst Agreement (requires signatures of candidate and advisor)
6. 2025 Catalyst Scholarship Checklist (requires signatures of candidate and advisor)

Photo and Biography
A professional-looking headshot photograph and brief biography of the candidate was submitted with the candidate’s application. The digital photo needs to be of high resolution, professional, and clearly show the candidate’s face, to ensure effective quality for the regional website.

SUBMITTING YOUR APPLICATION
Once you have completed all required forms and content, upload your signed document to this Google Form.

Regional Coordinator
Dr. Rebekah Robinette (Rebekah.Robinette@np.edu)

Associate Regional Coordinators
Dr. Julie Flegal-Smallwood (Julie.FlegalSmallwood@redlandscce.edu)

Mr. Mathew Herrman (Herrman@uaccm.edu)